

City of Chattanooga, TN
Personnel Class Specification

Class Code 0541

FLSA: Exempt

CLASSIFICATION TITLE: BUILDING OFFICIAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and technical tasks at the managerial level assisting the Director with the administration of Building and Life Safety Codes and Sewer Ordinance to ensure the health, safety and general welfare of the community. Directs, supervises, and oversees the activities of assigned staff. Acts as a technical expert in the inspection of construction plans and active projects involving new and existing structures. Interprets and enforces rules, regulations, laws, codes, ordinances, standards and procedure. Conducts site visits to gather and/or provide information regarding code compliance and perform official inspections. Performs general personnel management tasks, attends various meetings, conferences and completes related administrative tasks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Participates in the direction and supervision of the inspection process of construction activities including new buildings, alterations, renovations, changes of occupancies, and restoration projects; conducts inspections as required; coordinates fire protection inspections with fire department and fire marshal's office; coordinates building inspections with other departments as needed.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems and provides counseling as needed; provides recommendations regarding discipline, promotions, discharge and salary administration; completes employee performance appraisals; coordinates and conducts training activities; interviews candidates for employment and provides recommendations for hire.

Interprets and enforces the provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any action necessary to correct deviations or violations; provides information and technical assistance concerning code requirements; discusses problem areas with architects, design engineers, developers and property owners; recommends solutions to problems; responds to questions or complaints concerning code violations.

Supervises and coordinates daily work activities; organizes and prioritizes division workload; prepares work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status and problems; assists with complex, unusual or problem situations; provides direction, advice, and technical expertise.

Supervises the examination of the commercial, residential, and subdivision construction plans for life safety issues and building code compliance; issues final approval or required changes.

Conducts site visits as needed to obtain information on projects to ensure code compliance; conducts visits with design professionals to advise on code issues.

Reviews and approves building permits for commercial/residential projects.

Attends various Board meetings, weekly construction meetings, and other meetings as needed; conducts Building Code Appeals Board meetings.

Conducts research for alternative materials and methods of constructions; makes decisions to approve or deny use of propositions.

Oversees the maintenance of logs and records of inspection activities.

Prepares and completes various forms, documents, reports, correspondence, logs, inspection reports, annual logs, performance appraisal documents, division budgets, and related information; receives various forms, reports appeals board reports, variance board reports, city council reports, fire district maps, historic certifications, architectural drawings, construction plans, zoning maps, tax maps, code books, ordinances, standards, reference materials and related documentation.

Operates various computer systems and related equipment, copier, typewriter, fax machine and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software.

Maintains a comprehensive and current knowledge and awareness of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Represents the Codes and Inspections Division at state and national conferences; attends proposed code change hearings; provides recommendations to state professional organizations.

Assesses and directs training efforts to advance the professional development of inspectors and contractors.

Prepares and presents community outreach programs to increase homeowners knowledge of building codes, licensing requirements and related awareness

programs; develops enforcement activities that will compliment neighborhood enhancement programs of other departments/agencies.

Directs enforcement activities through environmental court.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates degree in Civil, Construction or Architectural Engineering with training in construction trades or closely related education; supplemented by ten years experience in building construction, architecture, civil engineering, or building code enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess certification as a Building Inspector, hold Special Police Commission and possess a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and

operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Occasional site inspections may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, and rude or irate customers.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2003